



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
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REPLY TO
ATTENTION OF:

AFZX-MWR-AC

02 AUG 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DMWR-01 - Family Advocacy Program (FAP)

1. Reference Army Regulation 608-18, The Family Advocacy Program, 20 October 2003.
2. Background: The FAP is a command program designed to prevent child and spouse abuse through awareness and early intervention, to protect victims of abuse from further violence, and to treat affected Soldiers and family members. Abuse often constitutes a violation of law. Army policy recognizes a commander's authority to take appropriate Uniform Code of Military Justice (UCMJ) and/or administrative actions against Soldiers who are the perpetrators of abuse.
3. Responsibilities:
 - a. Commanders will encourage their families to take advantage of the prevention education programs offered through the FAP to help them enhance their family life. Research in the child abuse and spouse abuse fields shows that the single most effective strategy for preventing child abuse and spouse abuse is to educate and support families. In addition, commanders will facilitate the attendance of the newly married couple and the new parent in classes especially designed to address issues relevant to these life changes.
 - b. Commanders will support Soldiers who voluntarily request these services and/or have been referred to these services because of high-risk behavior. Commanders will become familiar with available resources offered by the FAP and make appropriate and early referrals to assist families and support readiness.
 - c. Commanders will ensure that all Soldiers receive annual awareness training on the dynamics of family violence which is provided by the FAP troop trainer.
 - d. Enclosed is the Unit Commander's Domestic Violence Incident Process Checklist to provide guidance in handling spouse abuse reports. Commanders will promptly report known or suspected incidents of child or spouse abuse to the reporting point of contact (RPOC) at 531-HOPE (4673), refer Soldiers for evaluation, and ensure compliance with treatment plans per AR 608-18. Army Regulation 608-18 delineates that the unit commander and/or the first sergeant is mandated to attend case review committee (CRC) presentations pertaining to Soldiers within their command. The CRC meets weekly and is a multidisciplinary team chaired by the chief,

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Social Work Service (C, SWS). The CRC has the responsibility for reviewing all cases of child and spouse abuse, substantiating or unsubstantiating cases based on the evidence presented to the committee, and developing a treatment plan for substantiated cases. Battalion/Squadron commanders will ensure company commanders and/or first sergeants attend these meetings and will follow up as appropriate.

4. Procedures:

a. The RPOC will telephonically notify unit commanders within 24 hours after receipt of a report of spouse or child abuse pertaining to the family of one of their Soldiers. After a report is made, the SWS staff will conduct a clinical interview on each suspected case of abuse. The SWS staff will also give the unit commander telephonic and written notification of the date the report will be presented to the CRC and furnish a copy of the written notice to the battalion commander.

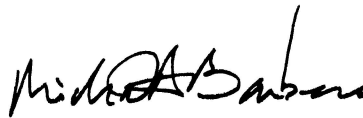
b. When the CRC substantiates a report, a memorandum will be sent to the unit commander, with a copy furnished to the battalion commander, stating the treatment recommendations. In addition, commanders will receive a notification letter after 90 days advising them of the Soldier's progress in treatment. The commander must ensure that each Soldier receives counseling and education in compliance with recommendations agreed upon between the CRC and command.

c. Commanders will retain on file an up-to-date reference copy of the FAP memorandum of instruction (MOI) and this policy letter.

5. Family advocacy prevention (531-1940) and treatment programs (531-3272) are co-located in the Army Community Service (ACS) Center, Bldg. 920, 1591 Bell Richard Avenue.

6. This policy will remain in effect until superseded or rescinded.

Encl
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MICHAEL D. BARBERO
Brigadier General, USA
Commanding

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Unit Commander's Domestic Violence Incident Process Checklist

Date of Incident: _____

Name (Service Member): _____ Unit _____

Name (Spouse): _____

Children: _____

| <u>Day</u> | <u>SWS Treatment</u> | <u>Housing/Billeting</u> | <u>Legal</u> | <u>Other</u> |
|--|--|--|---|---|
| Incident Reported --Commander/First Sergeant picks up SM at MP/Police station. --See Victim Advocate at MP station or Qtrs. --Sign Action Plan for victim developed by Victim Advocate | | Separate spouses for a minimum of 72 hours and until SWS Case manager has made assessment of risk and advised regarding separation (Command Policy Memo DMWR-02) Victim remains in quarters; offender to barracks or, if civilian, may be sent off post. Consider initiating a bar to post. Escort SM to Qtrs to retrieve personal items. One Time Only. Order SM no contact without escort/witness present. | MP statement/blotter report entry made | Medical treatment facility Chaplain notified Who has children? Transportation Money Food Off-Post lodging Dual military couple-call other commander |
| Next working day | Contact SWS for appointment: SM: _____ Spouse: _____ Case Review Committee date is: _____ | Spouses may not reunite in Qtrs, without SWS case manager recommendation. If spouses choose not to reunite, continue separation. Begin 30-day termination of Qtrs. | Contact Trial Counsel. May arrange for legal assistance, if warranted (soldier & spouse). Victim filing charges? Is State prosecuting? Victim seeking restraining order? Victim seeking separation/divorce. | Finance-ensure provision of financial support by SM to family. If family wants to move, help plan move NOT AT GOVERNMENT EXPENSE!! If children, notify CDC, YS, or Schools of any info they need to know about the case; particularly restraining orders. |
| CRC Hearing Date | Attended by CO/ISG Approve treatment plan | | Monitor | Contact soldier and spouse reference results and appointments. |
| Day 15 | Contact SWS case manager for compliance with treatment plan | Monitor. Submit Exception to Policy to retain Qtrs, if situation warrants. | Monitor | Mid-month LES review: ensure support payments being made |
| Day 30 | Contact SWS case manager for compliance with treatment plan | If no reunion, terminate Qtrs on 31 st day. | Monitor progress of UCMJ/civilian proceedings, separation/divorce. | Monitor |
| Every 30 days (minimum) | Contact SWS case manager for compliance with treatment plan | Monitor | Monitor. If soldier convicted, contact Trial Counsel at 531-0233. | Monitor |